



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, August 2, 2023 – 7:00 PM

Patricia Thee - Chair

Chris Bieber - Vice Chair

Marc Trocchio - Commissioner

Sanjay Mathur - Commissioner

Michael Zozaya - Commissioner

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

Any person wishing to address the Parks and Recreation Commission on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the Recording Secretary prior to an individual being heard by the Parks and Recreation Commission.

Members of the public wishing to address the Parks and Recreation Commission can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the Commission on an item not listed on the Agenda, the Parks and Recreation Commission is prohibited by law from discussing or taking any action on that item.

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

1. PUBLIC COMMENTS

This is the time to address the Parks and Recreation Commission on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Commission. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

2. MINUTES APPROVAL

2.1 Approval of Minutes for the June 7, 2023, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the June 7, 2023, regular meeting.

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 2023 Memorial Day Race Post Event Report**

Recommendation: That the Parks and Recreation Commission receive and file the report.

4.2 2023 Fourth of July Post Event Report

Recommendation: That the Parks and Recreation Commission receive and file the report.

5. INFORMATIONAL ITEMS**5.1 2023 Summer Concert and Movie Series Event Update**

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2023 Summer Concert and Movie Series.

6. COMMISSIONER COMMENTS**7. ADJOURNMENT**

The next Regular Meeting of the Parks & Recreation Commission will be October 4, 2023 at 7:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills California

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by July 27, 2023, at 5:00 p.m.



David T. Reynolds, Deputy City Manager

July 27, 2023

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the Deputy City Manager at (949) 707-2680. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Center at 25555 Alicia Parkway, Laguna Hills, California, during normal business hours.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2023
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Approval of Minutes for the June 7, 2023, Regular Meeting

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the June 7, 2023, regular meeting.

ATTACHMENTS:

- June 7, 2023, Parks and Recreation Regular Meeting Minutes

**CITY OF LAGUNA HILLS
PARKS & RECREATION COMMISSION**

**REGULAR MEETING
MINUTES
Wednesday, June 7, 2023**

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice Chair Patricia Thee.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Patricia Thee	Vice Chair	Present	
Chris Bieber	Commissioner	Present	
Sanjay Mathur	Commissioner	Present	
Marc Trocchio	Commissioner	Present	
Michael Zozaya	Commissioner	Present	

ELECTION OF CHAIR

Recommendation: That the Parks and Recreation Commission elect a new Chair.

Commissioner Sanjay Mathur nominated Vice Chair Patricia Thee to be Chair. It was moved by Commissioner Sanjay Mathur and seconded by Commissioner Chris Bieber.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sanjay Mathur, Commissioner
SECONDER:	Chris Bieber, Commissioner
AYES:	Patricia Thee, Vice Chair, Chris Bieber, Commissioner, Sanjay Mathur, Commissioner, Marc Trocchio, Commissioner, Michael Zozaya, Commissioner

ELECTION OF VICE CHAIR

Recommendation: That the Parks and Recreation Commission elect a new Vice Chair.

Commissioner Sanjay Mathur nominated Commissioner Chris Biber to be Vice Chair. It was moved by Commissioner Sanjay Mathur and seconded by Commissioner Michael Zozaya.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sanjay Mathur, Commissioner
SECONDER:	Michael Zozaya, Commissioner
AYES:	Patricia Thee, Vice Chair, Chris Bieber, Commissioner, Sanjay Mathur, Commissioner, Marc Trocchio, Commissioner, Michael Zozaya, Commissioner

1. PUBLIC COMMENTS

2. MINUTES APPROVAL

2.1 Approval of Minutes for the December 7, 2022, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the December 7, 2022, regular meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sanjay Mathur, Commissioner
SECONDER:	Michael Zozaya, Commissioner
AYES:	Patricia Thee, Vice Chair, Chris Bieber, Commissioner, Sanjay Mathur, Commissioner, Marc Trocchio, Commissioner, Michael Zozaya, Commissioner

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Park Quality Program

Recommendation: That the Parks and Recreation Commission receive an update on the Park Quality Control Program.

Parks Supervisor Mr. Hanley greeted the Commission, presented his report, and was available to answer any questions from the Commission.

4.2 Community Services Department 2022 Year End Report

Recommendation: That the Parks and Recreation Commission receive and file the report.

Deputy City Manager / Director of Community Services Mr. Reynolds presented his report to the Parks and Recreation Commission.

4.3 Proposed Revisions to City Council Policy 317 - Public Facility Reservation & Use Policy Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, and Gymnasium.

Recommendation: That the Parks and Recreation Commission review and provide feedback on Staff's proposed revisions to City Council Policy 317 - Public Facility Reservation & Use Policy.

Deputy City Manager / Director of Community Services Mr. Reynolds presented his report to the Parks and Recreation Commission.

The Parks and Recreation Commission provided feedback on changes and was in favor of these policy changes going forward to the City Council.

5. INFORMATIONAL ITEMS

5.1 2023 Memorial Day Race: Event Update

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2023 City of Laguna Hills Memorial Day Half Marathon 5K, 10K, Honoring the USMC Dark Horse Battalion.

Community Services Manager Mrs. Gannon presented her report to the Parks and Recreation Commission.

5.2 2023 Fourth of July Celebration Pre-Event Report

Recommendation: That the Parks and Recreation Commission receive and file the 2023 Fourth of July Celebration pre-event report.

Community Services Manager Mrs. Gannon presented her report to the Parks and Recreation Commission.

5.3 Sponsorship Packet for City Events

Recommendation: That the Parks and Recreation Commission review the rough draft sponsorship packet and provide direction to staff on further development of a sponsorship program before staff presents a proposed sponsorship program to the City Council.

Community Services Manager Mrs. Gannon presented her report to the Parks and Recreation Commission.

The Parks and Recreation Commission provided feedback on the sponsorship packet proposal and was in favor of adopting the sponsorship program.

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, declared the meeting adjourned at 8:20 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Patricia Thee, Chair

Approved at meeting of August 2, 2023



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2023

TO: Parks and Recreation Commission

FROM: Holland Gannon
Community Services Manager

ISSUE: 2023 Memorial Day Race Post Event Report

RECOMMENDATION: That the Parks and Recreation Commission receive and file the report.

SUMMARY:

The 24th annual City of Laguna Hills Memorial Day Half Marathon, 10K, and 5K, and Kids Run, honoring the USMC Dark Horse Battalion took place on Monday, May 29, 2023. Two thousand, six hundred (2,600) runners participated in the event. A number of Marines ran in the half marathon again this year. To date, 2023 event expenditures are estimated at \$198,089 and event revenues are estimated at \$175,443. At the meeting on November 22, 2011, the City Council selected a pledge formula of \$3 per paid 5K, 10K, and half marathon participant for the continued funding assistance to the 3rd Battalion, 5th Marines, 1st Division Support Committee (3/5 Marine Support Committee, Team Darkhorse). Based on this pledge formula, \$7,107 may be provided to the 3/5 Marine Support Committee, Team Darkhorse, pending City Council approval.

BACKGROUND:

2023 Post Race Event Report:

The 24th annual City of Laguna Hills Memorial Day Half Marathon 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 29, 2023. Two thousand, six

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August 2, 2023

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hundred (2,600) runners participated in the event. The tables below list registration demographics and race distance distribution:

Table 1: Registration totals by City

City	Total Registrations
Mission Viejo	167
Laguna Hills	157
Aliso Viejo	141
Laguna Niguel	133
Irvine	123

Table 2: Registration totals by State

State	Total Registrations
California	2417
Arizona	10
Arkansas	8
Nevada	6
Texas	6

Table 3: Registration totals by Country

Country	Total Registrations
Afghanistan	1
Aruba	1
Switzerland	2
China	1

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Mexico	2
United States Minor Outlying Islands	1
United States	2592

Table 4: Registration totals by Race Distance

Race Distance	Total Registrations
5K	1,091
10K	660
Half Marathon	618
Diaper Dash	40
Kids Run	71
Recon Challenge (Virtual Race)	12

The City of Laguna Hills and South County Outreach partnered in a food drive over the Memorial Day Weekend. Race participants and spectators were encouraged to bring canned goods and non-perishable food items to benefit South County Outreach. Collection stations were available at Road Runner Sports during packet pick-up and at the race start line. In addition, \$500 of beer garden proceeds were provided to South County Outreach.

Boy Scout Troop 12 presented the nation's colors prior to the start of the races. The 2023 community expo featured local businesses as well as Marines from the 3/5 Battalion and Team Darkhorse. Also, the Diaper Dash and Kid's Run were popular events at the expo. Three (3) food vendors were at the expo, featuring chicken, bratwursts, and Mexican cuisine. Brew Ha Ha Productions was contracted by City staff to coordinate a beer garden.

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Resolution for Community Assistance:

At the City Council meeting of November 22, 2011, the City Council selected the option of a pledge formula based on the Memorial Day Race registration revenues for the purpose of providing future financial assistance to the 3/5 Marine Support Committee. The pledge formula approved by the City Council was \$3.00 per paid 5K, 10K, and half marathon race participant. Applying this pledge formula to the total of 2,369 paid race participants, the available community assistance funding this year for the 3/5 Marine Support Committee is \$7,107. Community funding assistance of this nature requires approval by the City Council and a draft resolution will be presented to City Council on the August 22nd, 2023 meeting for its approval.

FISCAL IMPACT:

The 2023 Memorial Day Race event budget for expenditures is \$194,000 and the revenue budget is \$207,300 (\$178,300 event registration and \$29,000 sponsorships). To date, the estimated expenses are \$198,089 with the actual revenue at \$175,443. Staff is verifying all event expenditures and the actual expense and revenue to date is provided in Table 5.

Table 5: 2023 Event Expense and Revenue Summary:

A) Event Revenue:	\$ 175,443
Race Registrations/Beer Garden/Food Truck/T-shirt sales	171,943
Sponsors	3,500
B) Event Expenses:	\$198,089
C) Community Assistance – Team Darkhorse	\$7,107
D) Estimated Expenses (over)/under Revenue:	(\$29,753)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2023
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: 2023 Fourth of July Post Event Report

RECOMMENDATION: That the Parks and Recreation Commission receive and file the report.

SUMMARY:

Staff estimates that nearly 7,000 people attended the City of Laguna Hills' annual Fourth of July event this year. The 2023 Fourth of July event included carnival rides, games, informational booths, food trucks, and live music from Family Style. Total ticket sales revenue was \$4,428 for the two carnival rides. The non-profit food vendors that participated in this year's event were:

- LHHS Music Boosters: Nachos, Churros, Popcorn and Candy
- LHHS Water Polo Boosters: Shaved Ice and Water
- LHHS Football Boosters: Soda, Water and Gatorade

Food was also sold by five food vendors that were in attendance. Options included American and Mexican cuisine, kabobs, pizza, bratwursts, and hamburgers.

The 3/5 Support Committee, "Team Darkhorse", and several 3/5 Battalion Marines attended the event. In addition, character actors portraying Abraham and Mary Todd Lincoln as well as Ulysses and Julia Grant were present at the event.

2023 Fourth of July Post Event Report

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Three (3) volunteers from Laguna Hills High School contributed to the event by face painting for attendees. Additionally, a Laguna Hills High School student sang the National Anthem.

The fireworks display was again provided by Fireworks America. The fireworks show lasted 20 minutes, included nearly 1,300 shells, and had a total cost of \$40,500.

The firing location for the show was the grass area between the football field and the baseball field on the Laguna Hills High School campus. There was no evidence of any burns or damage to the fields or track surface, and City staff arranged for cleaning and removing firework debris from the high school property the day after the event.

FISCAL IMPACT:

The adopted budget for FY2023/2024 includes \$95,500 for the City's 2023 Fourth of July celebration expenditures and \$5,000 in ticket sales revenue. Expenditures for the 2023 Fourth of July Celebration are estimated to total \$97,236. Actual event expenditures are being finalized with the Finance Department as invoices will continue to be received into August. This year, total ticket sales revenue was \$4,428.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2023
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: 2023 Summer Concert and Movie Series Event Update

RECOMMENDATION: That the Parks and Recreation Commission receive an oral presentation regarding the 2023 Summer Concert and Movie Series.
